



Murray City Corporation
5025 S. State St #113, P.O. Box 57520, Murray, Ut 84157
(801)264-2676

FOR OFFICE USE ONLY

Address Change _____ New Owner _____
Update only _____ New Account _____

CONTROL # _____

BUSINESS LICENSE APPLICATION

FEDERAL TAX ID/EIN /SS# _____ SALES TAX ID # _____

BUSINESS NAME: _____
STATE LICENSE # _____ TYPE _____ (ic: contractor, professional license, etc)

DBA NAME: _____ LLC _____ CORP _____ PARTNERSHIP _____ SOLE PROPRIETORSHIP _____

BUSINESS ADDRESS _____ MURRAY, UT 84 _____ NAME REGISTERED WITH THE UTAH DEPARTMENT OF COMMERCE? _____

BUSINESS PHONE (____) _____ *LLC, CORPORATIONS, & PARTNERSHIPS MUST PROVIDE A CURRENT LIST OF CORPORATE OFFICERS, PARTNERS, MEMBERS, DIRECTORS & REGISTERED AGENTS.

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

DETAILED DESCRIPTION OF ALL BUSINESS ACTIVITIES _____

(IF HOME OCCUPATION, PLEASE INDICATE HOME OFFICE ONLY & DETAILS ON SHIPPING/STORAGE ETC IF APPLICABLE.) Home Occ.? _____

PERSONAL INFORMATION: (please list local manager/contact information)

OWNER/PARTNER NAME: _____ PARTNER/MANAGER NAME: _____

HOME ADDRESS: _____ HOME ADDRESS: _____

CITY _____ STATE _____ ZIP _____ TITLE _____ CITY _____ STATE _____ ZIP _____ TITLE _____

HOME PHONE: (____) _____ DATE OF BIRTH _____ HOME PHONE (____) _____ DATE OF BIRTH _____

Drivers License/UT ID# _____ Drivers License #/Utah ID# _____

AFTER HOURS EMERGENCY CONTACT _____ PHONE: _____

Base Fee -for all businesses, temporary licenses*, special events, change of address, etc. -or **\$ 100.00** _____

Home bases businesses with annual gross revenue of less than \$10,000 (with affidavit) **\$ 50.00** _____

Regulatory Fees as outlined on the Murray City Fee Schedule. Type: _____ \$ _____

Employees: _____ @ \$6.00 per employee \$ _____

Vehicles: _____ @ \$10.00 per vehicle \$ _____

(Please include *all* vehicles used in conjunction with operating the business)

Rental Units (residential) _____ @ \$6.00 per unit (Commercial) _____ @2.00 per unit \$ _____

***TOTAL FEES:** \$ _____

*For Temporary/Seasonal License, please indicate time frame (90 day Max) _____ to _____

I AM AWARE THAT THIS APPLICATION DOES NOT AUTHORIZE CONDUCTING BUSINESS UNTIL APPROVED BY MURRAY CITY CORPORATION AND A BUSINESS LICENSE HAS BEEN ISSUED. TO OPEN AND/OR OPERATE A BUSINESS WITHOUT FINAL APPROVAL IS A CLASS B MISDEMEANOR AND PUNISHABLE BY LAW.

BY SIGNING BELOW, I SWEAR THAT THE FOREGOING INFORMATION IS CORRECT AND IS IN ACCORDANCE WITH MURRAY CITY ORDINANCES. RESPONSIBILITY OF CHANGES AND RENEWAL IS TOTAL RESPONSIBILITY OF LICENSEE. FAILURE TO RECEIVE NOTICES DOES NOT EXCUSE THIS RESPONSIBILITY. LICENSE WILL BE VALID ONLY FOR THE LICENSEE, BUSINESS NAME & ACTIVITY AS LISTED ABOVE.

DATE

TITLE

AUTHORIZED SIGNATURE

Please note the following information:

License processing time is 7-10 business days. Murray City does not offer interim licensing. Please plan accordingly.

License re-applications are mailed annually, and it is the licensee’s responsibility to re-apply *prior* to the expiration date on the license. Failure to receive notice does not excuse this responsibility. Payments must be *received* in our office prior to the expiration date to avoid penalty fees. We do not accept post-marks as timely payment.

Licenses are only valid for the business location listed on the license. Any change in address, business description, ownership, or corporate officers will require a new application to be filed with our office.

BUSINESS NAME: _____

BUSINESS ADDRESS _____

BUSINESS PHONE: _____

PLEASE ENCLOSE THE FOLLOWING WITH THE APPLICATION:

LIST OF CORPORATE OFFICERS: _____ COPIES OF STATE LICENSES: _____

VERIFICATION OF STATE REQUIREMENTS _____ (DBA, LLC Registration, EIN, ETC.)

WCF CONTACTED (POLICY OR EXCLUSION POLICY IN PLACE) _____

OTHER (AS INDICATED BY SPECIFIC LICENSE) _____ INDUSTRIAL DISCHARGE QUESTIONNAIRE _____

*License fees are non-refundable (Murray Municipal Code 05.08.070)

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CONDITIONAL USE NEEDED?: YES _____ NO _____

CERTIFICATE OF OCCUPANCY RECEIVED? YES _____ NO _____

COMMENTS: _____

COMPLIES:

YES _____ NO _____ INSPECTORS SIGNATURE: _____

DEPARTMENT: _____

YES _____ NO _____ INSPECTORS SIGNATURE: _____

DEPARTMENT: _____

REGULATORY FEE SCHEDULE

Regulatory fees are in addition to the base fees.

Alcohol Off premise Beer retailer	200.00	
Alcohol On premise Restaurant	500.00	
Alcohol Private Club	500.00	
Alcohol Tavern Beer	500.00	
Auto Repair/Paint/Body shop	300.00	
Auto Towing/Wrecking	150.00	
Barber Shop	100.00	
Beauty Salon/ Personal Care	100.00	
Convalescent Home	250.00	
Day care / Commercial	150.00	
Day care / Home	175.00	plus 50.00 Inspection
Fireworks Indoor/Outdoor	160.00	
Gaming Device	150.00	
Gasoline/Propane Dispensing	200.00	
Group Homes	250.00	
Hazardous Materials	350.00	
Hazardous Materials Hospital	450.00	
Hotel / Motel	250.00	
Mobile Painting	200.00	
Pawn Broker	200.00	
Police Registration Card	10.00	
Rehabilitation Facility	250.00	
Second Hand Dealer	100.00	
Sexually Oriented Business	500.00	
Sexually oriented employee	250.00	
Special Event Beer/Alcohol	100.00	
Spa / Massage	100.00	
Storage Unit Facility	150.00	
Tattoo Parlor	100.00	
Tobacco Retailer	200.00	

This listing may not be all inclusive. Fees for additional inspections, investigations, etc., may not be listed.

5.04.300 Bonding.

1. Before any license shall be issued, an applicant engaged in activities enumerated in this section shall first file a bond in the amount indicated indemnifying the city against personal injury or property damage caused by the applicant's pursuit of such activities:

Auctioneers, Auction Houses	1,000.00
Pawnbrokers; secondhand dealers; Secondhand precious metal dealers	5,000.00
Security systems and equipment; alarm sales/ installation	5,000.00
Excavation in Right of Way	5,000.00 minimum
Sexually Oriented business	2,000.00
Locksmith	1,000.00
Firearm Dealer, Gunsmith	2,000.00
Massage Establishment (Not owned by massage therapist)	1,000.00
Moving and Storage	1,000.00
Cable; other home installation	1,000.00

*Bonds may be obtained through a surety company or insurance company. Bond needs to show Murray City Corporation as the obligee. Surety bonds may also be referred to as “license and Permit” bond, or “Work Permit” bond.

General Information:

Murray City requires that a valid business license be held by anyone conducting business within Murray City. "Business" means and includes every craft, trade, occupation, profession, or activity pursued for gain or profit excluding, however, services rendered by an employee to an employer.

Non-profit, charitable, governmental, and insurance agencies are also required to obtain a business license although they *may* be exempt from license fees.

Each business location will need a separate license. Temporary Businesses and seasonal business are also required to obtain licenses and permits.

Licenses are *not* transferable from address to address, nor from owner to owner. Any changes of location, ownership, or corporate information requires a new application to be submitted. Minor changes such as mailing address may be submitted without application.

Re-application notices are mailed out on the first of the month in which the license expires. In order to avoid penalty fees, re-application form *and* payment, must be ***received*** in our office prior to the expiration date. We do not accept post marks as timely receipts, and cannot be responsible for lost or misdirected mail. Responsibility of renewal is total responsibility of the Licensee. Failure to receive notices does not excuse this responsibility.

Murray City requires that a written notice be submitted if a business has moved out of the City or is no longer conducting business. Please note that license fees are non refundable.

Application Information

Before submitting an application to the City, Please check the ["Compliance Checklist"](#) for State requirements needed. We cannot accept applications until all State and local requirements have been met. Please bring in verification of all State requirements when submitting your application.

[Business license processing time is 7 - 10 business days. Murray City does not offer interim licensing. Please be aware that you must have your business license *issued* prior to opening/operating.](#)

Certain businesses may also be required to provide surety bonds or undergo back ground investigations. Please check ["bonding"](#) and/or ["investigations"](#) for additional information.

We will also need to know the number employees, including part-time, volunteer, or other paid or non-paid personnel at the business. *Any* vehicles used in conjunction with operating the business, whether personal or company vehicle, will need to be listed on the application.

Fees for licenses vary according to number of employees, vehicles, and classifications. Please visit the fee schedule page for details. Fees are due at the time of submitting an application. Please be aware that license fees are non refundable should a license not be approved. Fees are also required for change of address, and are not pro-rated.

Once a completed application has been submitted, the Licensee will be contacted by the Murray City Fire Department for an on site fire inspection. If after the initial inspection is completed and additional work is needed, it is the responsibility of the business owner to contact the Fire Department for their final inspection. Businesses may also need to complete inspections by the Murray City Zoning Department, Murray City Enforcement, Salt Lake County Health Department or other applicable agencies.

When all applicable departments have approved the application, a Business License will be issued. The average processing time for new business licenses is seven to ten (7-10) business days. This time frame may vary in circumstances where a conditional use, health department approval, etc is needed.

If you need assistance in determining whether or not your business is within Murray City boundaries, please call our office.